

To: Hull, George[Hull.George@epa.gov]; Daguillard, Robert[Daguillard.Robert@epa.gov]
Cc: StClair, Christie[StClair.Christie@epa.gov]
From: Valentine, Julia
Sent: Tue 8/18/2015 5:21:34 PM
Subject: press@epa.gov

Hi Robert,

Since you are new to the distribution, George or I should have mentioned the process to avoid duplication.

Unless otherwise planned, George is the lead on forwarding to the correct staff person, outside of Gold King Mine emails which you and the others can handle directly since you are now on the distribution list.

When George forwards an incoming email, he (or whomever is the lead on routing that day) will:

1. Forward to the correct press officer or respond to the reporter, adding the press officer.
2. Tell everyone who might have received the email that it is being handled:
 - a. Respond to all, minus reporter saying “forwarded” or “handled”

Thank you!

Julia P. Valentine

Office of Public Affairs

U.S. EPA

202.564.2663 direct

202.740.1336 m/txt

